

Circulation and Fine Guidelines

Student Circulation Guidelines

Standard student checkout periods:

- Books: 14 days (10 school days)
- eBooks: 14 days (10 school days)
- Periodicals: Overnight
- Reference: Overnight or Non-circulating

Student fines:

- Grace period of 2 days before overdue fines are assessed.
- \$0.10 a day for overdue books.
- \$0.25 a day for overdue periodicals or other overnight checkouts.
- Students will be charged the replacement cost for lost or damaged materials. They also may be charged the overdue fine and/or a \$1.00 processing fee.
- Students with overdue materials or unpaid fines should not be allowed to check out additional materials.
- Overdue textbooks should be automatically marked "Lost" after 1 day overdue; overdue library materials should *never* be automatically marked "Lost."
- If a lost book is found in good condition during the same school year in which it was lost, the student will be refunded the cost of the book. They still may be assessed an overdue fine for the time the book was missing.
- Overdue fines should not exceed \$10.00.

Student checkout periods and fine amounts may vary at the discretion of the school library media specialist.

Staff Circulation Guidelines

Standard staff checkout periods:

- Books: 14 days (10 school days)
- Equipment (kept through school year): due at end-of-year fixed date (i.e. May 31)
- Other equipment: determined by individual school
- Classroom textbook or novel sets: determined by individual school

Staff fines:

- Staff members are not charged late fines for overdue items.
- **Staff members will be charged replacement costs for lost or damaged library materials and equipment.** This includes responsibility for materials (such as novel sets) that are in turn distributed to students. If the staff member does not wish to take this responsibility, the materials should be checked out to individual students through the media center. If checked out materials have been stolen Granite Police should be notified for an investigation.

Fine Collection Guidelines

All library fines will be paid to the school financial secretary. Media center personnel are not allowed to collect fine money. Library fine money will be deposited into an in-school account specifically designated for book replacement costs, library supplies, and literacy promotion. Textbook fine money goes into the replacement textbook budget.

Fines from other Schools

Library and textbook fines follow students when they transfer schools within the district. These fines should be paid to the school that the student currently attends. If the fine amount is \$10.00 or more, the payment should be transferred to the school that originally assessed the fine; if it is under \$10.00, the student's current school can keep the paid fine money for their own library or textbook budgets.